

CHAPTER 7

WORKSHEET

Professional Experience—
Chronological**BE SURE TO FILL OUT *BOTH SIDES* OF THIS SHEET.****Professional Experience:**

JOB TITLE—MOST RECENT JOB:

DATE EMPLOYMENT BEGAN (Month, Year):

DATE TERMINATED (or “to Present”):

_____, 20____

NAME OF EMPLOYER/COMPANY/ORGANIZATION AND DEPARTMENT (if company is large):

EMPLOYER'S ADDRESS (City, State):

DESCRIPTION OF THE COMPANY OR DEPARTMENT (if the company is not well-known):

(continued)

CHAPTER 7

WORKSHEET (continued)

Professional Experience—
Chronological

DUTIES AND RESPONSIBILITIES:

List three or four of your daily tasks and duties.

(Begin with the catchphrase: "Responsible for/Responsibilities included/Duties included." Bullet [•] each "duty" for emphasis.)

ACCOMPLISHMENTS OR MAJOR SKILLS:

List four or five. Bullet [•] each for emphasis.
